

Please return completed form to EJV front office or via email to [ejhvolform@live.com](mailto:ejhvolform@live.com).

## EVERGREEN JUNIOR HIGH SCHOOL PTSA VOLUNTEER OPPORTUNITIES 2011-2012

Volunteering at Evergreen is a great way to show your child that his/her education is very important to you. It is also a way to get to know the staff, other parents & students here at Evergreen. Below is a list of volunteer opportunities and the time of year they occur. Check all that interest you and we will contact you at the appropriate time. Please note **high need volunteer positions (\*\*)** and consider helping in those areas.

\_\_\_ **BEAUTIFICATION:** Work with chair, staff & students to plant and maintain containers in the courtyard and other landscaping projects as needed. (Ongoing)

**DANCES:** \_\_\_ **Chaperone/Concession Sales:** Volunteer to chaperone/sell concessions at school dances  
\_\_\_ **Ticket Sales:** Sell tickets during lunches the week of the dance.  
(3 - 4 dances throughout the year – Friday nights, 6:30-9:00)

\_\_\_ **DIRECTORY:** Assist organizers to compile student & parent information to publish the Evergreen Directory. (Fall)

\_\_\_ **EJV YARD SALE:** Help organize and sell yard sale donations for year end celebration fundraiser. (Spring – 2 days)

\_\_\_ **8th GRADE END OF YEAR CELEBRATION:** Committee of 8th grade parents works with students & staff to plan & organize the 8th grade year end events in June. (Planning starts in early spring)

\_\_\_ **9th GRADE END OF YEAR CELEBRATION:** Committee of 9th grade parents works with students & staff to plan & organize the 9th grade year end events in June. (Planning starts in early spring)

\_\_\_ **\*\*HEALTH ROOM:** Support office staff by assisting students in the Health Room. (Ongoing - no experience needed)

\_\_\_ **MAGAZINE DRIVE:** Assist staff with ASB fundraiser. Count funds, fill out paperwork & help distribute prizes. (Fall)

**\*\*OFFICE HELP:** \_\_\_ **Front Desk Volunteer:** Support staff by covering the front desk (Ongoing)  
\_\_\_ **Copy Volunteer:** Support staff by making copies, etc. as needed (Ongoing)

\_\_\_ **4.0 RECOGNITION:** Help plan and provide treats for quarterly celebration for students achieving a 4.0 GPA.

\_\_\_ **REFLECTIONS:** Committee supports the program involving student participation in the National PTA cultural arts competition. (Fall)

\_\_\_ **SAFETY/EMERGENCY PREPAREDNESS:** Help evaluate the current status of emergency preparedness at EJV & assist the staff in formulating a plan to make EJV "ready" in the event of an emergency. Committee works in conjunction with the school safety committee. (Ongoing)

\_\_\_ **SCIENCE FIELD TRIP – 7<sup>th</sup> GRADE:** Chaperone 7<sup>th</sup> grade students on a science field trip to the Dickinson natural area. (Spring – One day)

\_\_\_ **SPIRIT GRAMS:** Sell spirit grams during lunches. (Several times throughout the year)

\_\_\_ **STAFF APPRECIATION:** Help organizers by providing food/beverages and gift items for staff appreciation events. (Ongoing)

\_\_\_ **STUDENT PICTURES:** Help with student picture day. (Tuesday, 9/13)

\_\_\_ **STUDENT STORE:** Help chair organize and staff Student Store during lunch periods. (Ongoing)

\_\_\_ **\*\*SPECIAL NEEDS:** EJH parent representative needed to monitor information relevant to families of special needs students. Provide parental input to help formulate or improve programs. Will occasionally attend PTSA meetings to provide updates. (Ongoing)

\_\_\_ **SWEATS DISTRIBUTION:** Help sort and distribute EJH sweats during lunch. (Three or four times a year)

\_\_\_ **THEATER:** Assist theater chairs with the many tasks required to produce Evergreen's spring musical. Possible volunteer opportunities include helping with rehearsals, sets, costumes, make-up, cast-party, etc. (Spring)

\_\_\_ **VISION AND HEARING SCREENING:** Assist the school nurse in evaluating students' vision and hearing. Training is provided. (Fall – one day only – varied shifts available)

\_\_\_ **\*\*WEBMASTER:** Webmaster needed to maintain PTSA website. Learn from current volunteer in order to take over this position. (Ongoing)

\_\_\_ **WHEN NEEDED/ONE TIME PROJECTS:** Not sure what you want to help with? Check this & we will call when a need arises. If you are interested in the proposed event/project, we would love to have your help. (Ongoing or one time)

\_\_\_ **YEARBOOKS:** Insert fliers, place labels on the yearbooks & distribute them to classes on Fun Day. (Last week of school)

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**PLEASE PRINT CLEARLY:**

**Name** (as appears on driver's license): \_\_\_\_\_

**Name you go by** (if different from above): \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #s:** \_\_\_\_\_

**Student(s):** \_\_\_\_\_ **Grade(s):** \_\_\_\_\_

**I am registered to volunteer in the Lake Washington School District: YES \_\_\_\_\_ NO \_\_\_\_\_ \*\***

\*\*You must register to volunteer at EJH (no exceptions). You may do so online by going to [www.lwsd.org](http://www.lwsd.org) or stopping by the office. During busy times (like the fall), it can take up to 2 weeks to get clearance. District clearance for volunteers is good for 2 years. Previous and current volunteers will receive district Emails and post cards advising you when and how to renew.

**You may check your status at the EJH front office.  
The EJH front office phone number is 425-936-2320.**

**When volunteering at school, remember to sign in at the front office and pull and date your volunteer card.**

If you have any questions or would like more details on a particular job please contact Sharon Drazkowski @ [ksdrazkowski@comcast.net](mailto:ksdrazkowski@comcast.net) or Kris Opprecht @ [chasmo@att.net](mailto:chasmo@att.net), EJH PTSA, Co-VPs, Services.

**Please return this form to the Evergreen Junior High office or by email to [ejhvolform@live.com](mailto:ejhvolform@live.com).  
Thanks! We are looking forward to having your help!**